

INSTRUCTIONS AND FORMS
FOR
COMPARABILITY REPORTING

**UNDER
TITLE I OF THE ELEMENTARY AND SECONDARY EDUCATION ACT
OF 1965,
AS AMENDED BY
THE NO CHILD LEFT BEHIND ACT OF 2001**

P.L. 107-110



**TENNESSEE DEPARTMENT OF EDUCATION
Nashville, Tennessee**

GENERAL INFORMATION

The LEA shall determine annually if comparability requirements have been met and the electronic report submitted to the state for review no later than *November 1st*.

If adjustments are needed, they shall be made by *December 1* of the same school year. Extensions must be requested in writing and may be granted in certain circumstances.

A local education agency (LEA) operating a program under Title I, ESEA, as amended by NCLB, is required to annually determine that state and locally funded services are being provided on a comparable basis.

Section 1120A(c), Public law 107-110 requires comparability of state and local services be demonstrated under the following conditions:

1. Districtwide or for each grade span in which there are both Title I and non-Title I schools.
2. If all areas or schools within the district or within a grade span are designated Title I (unless there is only one school) a comparability report on these schools must be done even though there are no non-Title I schools with which comparisons can be made.

In this situation, the determination of comparability should be made by comparing those schools with the highest percentage of low income children to those schools with the lowest percentage of low income children. All of those schools with the lowest percentages of low income children will be averaged for purposes of establishing the comparison ratios; however, no more than 50% of the total Title I schools should be used for this purpose.

When demonstrating compliance for comparability, an LEA may exclude State and local funds expended for—

- Language instruction educational programs;
- Excess State and local costs of providing services to children with disabilities as determined by the LEA; and
- State or local supplemental programs in any school attendance area or school that meet the intent and purposes of Title I, Part A. [NCLB, Section 1120A(c)(5) and (d); 34 Code of Federal Regulations, 200.79]

Completing Form **ED 1910-A** will determine whether a full comparability report must be made.

1. Comparability worksheets for schools [**ED 1910-C1**], certificated personnel [**ED 1910-C2**] and non-certificated personnel [**ED 1910-C3**] provide data for computational spreadsheets.
2. Districtwide or for each grade span and size group that has both Title I schools and non-Title I schools, Forms **ED 1910-B1** and **ED 1910-B2** must be completed.
3. Districtwide or for each grade span and size group in which all schools are Title I, Forms **ED 1910-B1** and **ED 1910-B2** must be completed by comparing high poverty and lower poverty schools.
4. Assurances for Title I Comparability Form is required. [**ED 1910-D**]

TITLE I COMPARABILITY REPORT-[ED-1910-A] (REQUIRED)

LEA Information

- Provide the LEA name, name and signature of the director of schools, and LEA address.
- Provide the name, title, signature, telephone number, and email address of the person responsible for completing the form.
- Check appropriate response indicating original submission or revised submission.
- Check appropriate response indicating whether comparability was calculated district-wide or by grade spans.

Number of Schools by Grade Span and Size

- Record the number of schools in the LEA by grade span and size in accordance with the following instructions:
 1. Be sure to count all schools in the LEA **including charter schools**.
 2. Under “grade spans” enter the grade level groups as defined by the LEA (for ex. K-6, 7-9, 10-12). The number of grade spans should match the basic organization of schools in the LEA. If a school serves grades in more than one group, the LEA shall include that school in the group with which the school has the most grade levels in common **or** in the group that includes the lower grade levels, **if** the school has the same number of grade levels in common with two or more groups.
 3. An LEA may choose to exclude schools with enrollments of 100 or fewer students from its comparability calculations. An LEA also has the option to divide the schools in a grade span into groups of smaller and larger schools, provided the largest school is at least twice as large as the smallest. Indicate the actual range of the enrollments in one group or in the small schools and large schools groups (i.e. 107-301; 305-750).
 4. Record the number of Title I and non-Title I schools in each grade span and size group. **If the LEA elected to skip an eligible school when allocating Title I funds because that school is receiving supplemental funds from other State or local resources that are spent according to the requirements of section 1114 or 1115 of Title I, that school must be treated as if it were a Title I school when determining comparability. In comparability calculations, exclude any supplemental State and local funds expended in such school.** Total each column.
- **If applicable, complete the section regarding schools with 100 or fewer students.**
- **Enter the data collection date.** Data (student enrollment, FTE instructional staff, and number of low income students) should be from the same reporting period of the current school year.

Instructions for Comparability Reporting

- **Check the appropriate box to indicate whether instructional staff paid with state supplemental BEP 2.0 funds have been included or excluded from comparability calculations.** Section 200.79, Title I, 34 Code of Federal Regulations (CFR), specifies that for the purpose of determining compliance with the comparability requirement in section 1120A(c) of the ESEA, an LEA *may* exclude supplemental State and local funds spent in any school for programs that meet the intent and purposes of Title I.

A program meets the intent and purposes of Title I if the program either-

Option 1:

- Is implemented in a school in which the percentage of children from low-income families is at least 40 percent;*
- Is designed to promote schoolwide reform and upgrade the entire educational operation of the school to support students in their achievement toward meeting the State's challenging academic achievement standards that all students are expected to meet;*
- Is designed to meet the educational needs of all students in the school, particularly the needs of students who are failing, or most at risk of failing, to meet the State's challenging student academic achievement standards ; AND*
- Uses the State's assessment system under section 200.2 to review the effectiveness of the program.*

OR

Option 2:

- Serves only students who are failing, or most at risk of failing, to meet the State's challenging student academic achievement standards;*
- Provides supplementary services designed to meet the special educational needs of the students who are participating in the program to support their achievement toward meeting the State's student academic achievement standards; AND*
- Uses the State's assessment system under section 200.2 to review the effectiveness of the program.*

COMPARABILITY WORKSHEET FOR SCHOOLS [ED-1910-C1]--*Optional*

- **School System** - Enter the legal school system name.
- **Name of School** - List by name every school in the LEA (include charter schools, if applicable).
- **Enrollment** - For each school listed, record enrollment information.
- **Poverty**- For each Title I school listed, record poverty data for the same reporting period used for enrollment.
- **Grade Span** - For each school listed, indicate by an “X” all the grades included in that school

COMPARABILITY WORKSHEET FOR CERTIFIED INSTRUCTIONAL PERSONNEL [ED-1910-C2]

*One form should be completed for **each** school being compared. Duplicate this form as necessary.*
(A locally developed form may be used but it must clearly delineate the same information indicated by this form.)

- **System** - Record the legal school system name.
- **School** - Record the complete name of the school.
- **Grade Span** - Record actual grade span of the individual school. (i.e. K-6)
- **Column 1 - Name of Employee**
List the names of all certified instructional personnel employed at the school, whether full or part-time at that school. (*Use payroll, time records, and/or other documented sources.*)
- **Column 2 - Position**
For each person named in column 1, state the position in the school.
- **Column 3 - Federal FTE**
For each person named in column 1, list his/her full time equivalent (FTE) from federal funding, if any.
If the person is paid partially from state/local funds and partially from federal funds, make the appropriate entry in each column (3 and 4).
- **Column 4 – State/local FTE**
For each person named in column 1, list his/her full time equivalent (FTE) from state/local funding, if any.
If the person is paid partially from state/local funds and partially from federal funds, make the appropriate entry in each column (3 and 4).
- **Column 5 – Excluded (LEP/SWD/BEP 2.0)**
Enter an “X” to indicate that this person is fully or partially funded by state/local funds but is excluded from comparability calculations in accordance with NCLB, Section 1120A (c)(5) or Section 200.79 of the Title I, Code of Federal Regulations (CFR).
- **Enter the grand total** for both the State/local FTE and the FTE excluded from the count. This data is entered at the bottom of columns 4 and 5.

COMPARABILITY WORKSHEET FOR NON-CERTIFIED INSTRUCTIONAL PERSONNEL [ED-1910-C3]

*One form should be completed for **each** school being compared. Duplicate this form as necessary.*

(A locally developed form may be used but it must clearly delineate the same information indicated by this form.)

- **System** - Record the legal school system name.
- **School** - Record the complete name of the school.
- **Grade Span** - Record actual grade span of the individual school. (i.e. K-6)
- **Column 1 - Name of Employee**
List the names of all certified instructional personnel employed at the school, whether full or part-time at that school. *(Use payroll, time records, and/or other documented sources.)*
- **Column 2 - Position**
For each person named in column 1, state the position in the school.
- **Column 3 – Actual Federal FTE**
For each person named in column 1, list his/her full time equivalent (FTE) from federal funding, if any.
If the person is paid partially from state/local funds and partially from federal funds, make the appropriate entry in each column (3 and 4).
- **Column 4 – State/local FTE**
For each person named in column 1, list his/her full time equivalent (FTE) from state/local funding, if any.
If the person is paid partially from state/local funds and partially from federal funds, make the appropriate entry in each column (3 and 4).
- **Column 5 – State/local FTE for comparability**
One (1.0) full time equivalent non-certified instructional position is equal to .5 full time equivalent for comparability calculations.
- **Column 6 – Excluded (LEP/SWD/BEP 2.0)**
Enter an “X” to indicate that this person is fully or partially funded by state/local funds but is excluded from comparability calculations in accordance with NCLB, Section 1120A (c)(5) or Section 200.79 of the Title I, Code of Federal Regulations (CFR).

**NON-TITLE I SCHOOLS OR LOWER POVERTY TITLE I SCHOOLS DETAILED
SCHOOL DATA [ED 1910-B1]**

REQUIRED FORM FOR ALL LEAS THAT MUST DOCUMENT COMPARABILITY - Duplicate form if necessary.

- **School System** – Enter the legal school system name.
- **Check appropriate response to indicate how comparability is determined.**
(If grade-span comparability is used, indicate grade-span reported on this sheet.)
- **Check appropriate response to indicate the group reported on this sheet: 1) small schools group , 2) large schools group or 3) all schools included in one group.**
- **Check appropriate response to indicate whether LEA is listing non-Title I schools or lower poverty Title I Schools.**

Column 1 - Name

- List by name each non-Title I school or lower poverty Title I school in this grade span and size group.
- Indicate a skipped Title I eligible school with an “*”.

Column 2 - Actual Grade Span

Enter the actual span of grades operated in each school.

Column 3- Student Enrollment (excluding Pre-K students)

Record the actual number of students enrolled in each school *on the date being used for reporting*.

Column 4- FTE Instructional Staff (excluding Pre-K and federally funded positions)

Determine the number of FTE instructional staff members paid with State and local funds who are regularly assigned to each school listed. Prorate time as necessary and *express the result to the nearest tenth*.

Explanation: When calculating FTE instructional staff paid by state/local funds in order to determine compliance with comparability requirements, the LEA *is not required to but may* exclude instructional personnel (teachers, instructional facilitators, and other instructional personnel) paid from BEP 2.0 funds if all requirements in Option 1 or 2 on page 3 are met. Consistency must be maintained.

Column 5 - Low Income Students (No Pre-K)

Complete this column **ONLY** if all schools in this grade span (and size if divided into small and large) are Title I schools.

Column 6- Poverty Percentage

Complete this column **ONLY** if all schools in this grade span (and size if divided into small and large) are Title I schools.

Total Student Enrollment- Add student enrollment figures and enter the total at the bottom of column 3.

Total FTE Instructional Staff- Add FTE Instructional Staff figures and enter the total at the bottom of column 4.

Average Student Enrollment- Divide the total number of students enrolled in these schools by the number of such schools. *Enter the result to the nearest student*. The electronic file will calculate this.

Average FTE Instructional Staff- Divide the total number of full-time equivalent instructional staff members assigned to these schools by the number of schools. *Enter the result to the nearest tenth*. The electronic file will calculate this.

Box 7A – Divide the average student enrollment by the average FTE instructional staff. *Express the result to the nearest tenth*. The electronic file will calculate this.

Box 7B – Multiply the amount in Box 7A by 110%, and *enter the result in Box 7B to the nearest tenth*. The electronic file will calculate this.

TITLE I SCHOOLS OR HIGHER POVERTY TITLE I SCHOOLS DETAILED SCHOOL DATA [ED-1910-B2]

(*REQUIRED FORM FOR ALL LEAS THAT MUST DOCUMENT COMPARABILITY*)-Duplicate form if necessary.

- **School System** – Enter the legal school system name.
- **Check appropriate response to indicate how comparability is determined.**
(*If grade-span comparability is used, indicate grade-span reported on this sheet.*)
- **Check appropriate response to indicate the group reported on this sheet: 1) small schools group, 2) large schools group or 3) all schools included in one group.**
- **Check appropriate response to indicate whether LEA is listing Title I schools OR High Poverty Title I schools**

Column 1 - Name

- List by name each Title I school or High Poverty Title I school in this grade span and size group.
- Indicate a skipped Title I eligible school with an “*”.

Column 2 - Actual Grade Span

Enter the actual span of grades operated in each school.

Column 3- Students Enrollment (excluding Pre-K students)

Record the actual number of students enrolled in each school *on the date being used for reporting*.

Column 4- FTE Instructional Staff (excluding Pre-K and federally funded positions)

Determine the number of FTE instructional staff members paid with State and local funds who are regularly assigned to each school listed. Prorate time as necessary and *express the result to the nearest tenth*.

Explanation: When calculating FTE instructional staff paid by state/local funds in order to determine compliance with comparability requirements, the LEA *is not required to but may* exclude instructional personnel (teachers, instructional facilitators, and other instructional personnel) paid from BEP 2.0 funds if all requirements in Option 1 or 2 on page 4 are met. Consistency must be maintained.

Column 5- Student/Instructional Staff Ratio

Enter the result of dividing Column 3 by Column 4. *Express the result to the nearest tenth*, as in 19.5 students per staff member.

Column 6 - Low Income Students (No Pre-K)

Complete this column **ONLY** if all schools in this grade span (and size if divided into small and large) are Title I schools.

Column 7- Poverty Percentage

Complete this column **ONLY** if all schools in this grade span (and size if divided into small and large) are Title I schools.

Column 8- Comparable (Yes or No)

Paper copy: After the figures have been calculated for the non-Title I or Title I lower percentage schools [Form ED 1910-**B1**], box 7B (bottom right of the form) will contain the number to be used for comparison with the Title I schools [Form ED-1910-**B2**]. Compare the entry in Column 5 [Form ED-1910-**B2**] for each Title I school to the figure in Box 7B [Form ED-1910-**B1**]. If the entry in Column 5 is more than the entry in Box 7B, enter “No” in Column 8 [Form ED-1910-**B2**] for that school. If the entry in Column 5 is equal to or less than the entry in Box 7B enter “Yes” in Column 8 [Form ED-1910-**B2**] for that school.

Electronic file: This column will auto fill from the data entered on the two spreadsheets.

ASSURANCES FOR TITLE I COMPARABILITY FOR SCHOOL YEAR 2007-2008
[ED-1910-D]

(REQUIRED FORM FOR ALL LEAS THAT MUST DOCUMENT COMPARABILITY)

[These assurances are found in Section 1120A.(2)(A).]

- **Name of LEA** - Record the legal name of the LEA
- **Signature of Title I Director** - Have the Title I Director sign the assurances.
- **Date**—Enter the date the form was signed.

COMPARABILITY

An LEA must use State and local funds in Title I schools to provide services that, taken as a whole, are at least comparable to services in non-Title I schools; or if all schools are Title I schools, the LEA uses State and local funds to provide services that, taken as a whole, are substantially comparable in each school.

NCLB—Title I, Part A—Basic Program Requirements

SEC. 1120A. FISCAL REQUIREMENTS

(c) COMPARABILITY OF SERVICES-

(1) IN GENERAL-

(A) COMPARABLE SERVICES- Except as provided in paragraphs (4) and (5), a local educational agency may receive funds under this part only if State and local funds will be used in schools served under this part to provide services that, taken as a whole, are at least comparable to services in schools that are not receiving funds under this part.

(B) SUBSTANTIALLY COMPARABLE SERVICES- If the local educational agency is serving all of such agency's schools under this part, such agency may receive funds under this part only if such agency will use State and local funds to provide services that, taken as a whole, are substantially comparable in each school.

(C) BASIS- A local educational agency may meet the requirements of subparagraphs (A) and (B) on a grade-span by grade-span basis or a school-by-school basis.

(2) WRITTEN ASSURANCE-

(A) EQUIVALENCE- A local educational agency shall be considered to have met the requirements of paragraph (1) if such agency has filed with the State educational agency a written assurance that such agency has established and implemented--

(i) a local educational agency-wide salary schedule;

(ii) a policy to ensure equivalence among schools in teachers, administrators, and other staff; and

(iii) a policy to ensure equivalence among schools in the provision of curriculum materials and instructional supplies.

(B) DETERMINATIONS- For the purpose of this subsection, in the determination of expenditures per pupil from State and local funds, or instructional salaries per pupil from State and local funds, staff salary differentials for years of employment shall not be included in such determinations.

(C) EXCLUSIONS- A local educational agency need not include unpredictable changes in student enrollment or personnel assignments that occur after the beginning of a school year in determining comparability of services under this subsection.

(3) PROCEDURES AND RECORDS- Each local educational agency assisted under this part shall--

(A) develop procedures for compliance with this subsection; and

(B) maintain records that are updated biennially documenting such agency's compliance with this subsection.

(4) INAPPLICABILITY- This subsection shall not apply to a local educational agency that does not have more than one building for each grade span.

(5) COMPLIANCE- For the purpose of determining compliance with paragraph (1), a local educational agency may exclude State and local funds expended for--

(A) language instruction educational programs; and

(B) the excess costs of providing services to children with disabilities as determined by the local educational agency.

(d) EXCLUSION OF FUNDS- For the purpose of complying with subsections (b) and (c), a State educational agency or local educational agency may exclude supplemental State or local funds expended in any school attendance area or school for programs that meet the intent and purposes of this part.

TITLE I COMPARABILITY REPORT**GENERAL INFORMATION (Submit electronic file and original to NCLB consultant)**

LEA	Name of Responsible Official
Director of Schools' Name	Title
	Signature
Mailing Address	Telephone
	Email
NCLB Consultant's Signature	Date reviewed by consultant

Check appropriate response:

☐ This report is an original submission as of October 30.☐ This is a revised submission following reallocation of resources and is submitted no later than December 1.

Check appropriate response:

☐ This local education agency has only one building for each grade span. (Complete grade span chart; remainder of report is inapplicable.)☐ Comparability was calculated on a district-wide basis.☐ Comparability was calculated on a grade span basis. (Must match the basic organization of schools in the LEA. See directions.)**NUMBER OF SCHOOLS BY GRADE SPAN AND SIZE**

Grade Span	Enrollment Range Record enrollment of smallest & largest school in appropriate category(s)	Number of Schools	
		Title I	Non-Title I
	One group		
	Small Schools		
	Large Schools		
	One group		
	Small Schools		
	Large Schools		
	One group		
	Small Schools		
	Large Schools		
	One group		
	Small Schools		
	Large Schools		
	One group		
	Small Schools		
	Large Schools		
	One group		
	Small Schools		
	Large Schools		
Totals			

Schools with 100 or fewer students

School Name	#Enrolled	School Name	#Enrolled	School Name	#Enrolled

Date of data collection (student enrollment, FTE instructional staff, and number of low income students):

Check appropriate response:

☐ Instructional staff paid with state supplemental BEP 2.0 funds have been included in comparability calculations.☐ Instructional staff paid with state supplemental BEP 2.0 funds have been excluded from comparability calculations. All requirements in Section 200.79, Title I- CFR have been met and documentation to verify meeting these requirements is on file in the LEA central office.

Non-Title I Schools or Lower Poverty Title I Schools Detailed School Data-Title I Comparability (Submit electronic file to NCLB consultant)

School System:

Check appropriate response: ☒ All Schools in district

☐ Grade span

If Grade Span, specify:

Check Appropriate Response:

☐ One Group

☒ Small Schools

☐ Large Schools

1		2	3	4	5	6
Check appropriate response:		Actual Grade Span	Student Enrollment (Do not include Pre-K) Use whole numbers	FTE Instructional Staff-Local and State Funds (No Pre-K) Express to nearest tenth	Low Income Students (No Pre-K)	Poverty Percentage (Low income students divided by enrollment)
<input checked="" type="checkbox"/> Non-Title I Schools <input type="checkbox"/> Low Poverty Title I Schools(indicate with * a skipped Title I eligible school)						
School Name						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
32						
33						
34						
35						
36						
37						
38						
39						
	Total		0	0.0		
	Average		#DIV/0!	#DIV/0!		
		7A	#DIV/0!	110% of average student/instructional staff ratio for non-title I schools (or low poverty Title I schools in this grade span and size grouping)-Express result to nearest tenth.	7B	#DIV/0!
Average student/instructional staff ratio for non-Title I schools(or low poverty title I schools) in this grade span and size grouping)-divide average student enrollment by Average FTE instructional staff. Express result to nearest tenth.						

Title I Schools or Higher Poverty Title I Schools Detailed School Data-Title I Comparability Report (Submit electronic file to NCLB consultant)

School System: If Grade Span, specify:

Check appropriate response: ☒ All Schools in district ☐ Grade span Check Appropriate Response: ☒ One Group ☐ Small Schools ☐ Large Schools

1		2	3	4	5	6	7	8
Check appropriate response: <input checked="" type="checkbox"/> Title I Schools <input type="checkbox"/> High Poverty Title I Schools (indicate with* a skipped Title I eligible school) School Name		Actual Grade Span	Student Enrollment (Do not include Pre-K) Use whole numbers	FTE Instructional Staff- Local and State Funds (No Pre-K) Express to nearest tenth	Student/Instructional Staff Ratio (Enrollment divided by FTE Staff)- to nearest tenth	Low Income Students (No Pre-K)	Poverty Percentage (Low income students divided by enrollment)	Comparable (Yes or no)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
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25								
26								
27								
28								
29								
30								
31								
32								
33								
34								
35								
36								
37								
38								
39								

COMPARABILITY WORKSHEET FOR SCHOOLS—*Optional*

System _____

			Grade Span												
Name of School	Enrollment	Poverty	K	1	2	3	4	5	6	7	8	9	10	11	12
1.															
2.															
3.															
4.															
5.															
6.															
7.															
8.															
9.															
10.															
11.															
12.															
13.															
14.															
15.															

COMPARABILITY WORKSHEET FOR CERTIFIED INSTRUCTIONAL PERSONNEL
(*SUBMIT DATA TO NCLB CONSULTANT*)

System _____ School _____ Grade Span _____

Include teachers, principal, instructional facilitators, librarians, guidance, and psychological personnel assigned to this school. Exclude pre-school teachers. See NCLB, Section 1120A for other possible exclusions.

1	2	3	4	5
Name of Employee	Position	Federal FTE	State/local FTE	Excluded (LEP/SWD/ BEP 2.0)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				
31.				
32.				
33.				
34.				
35.				
36.				
37.				
38.				
39.				
40.				
Totals				

COMPARABILITY WORKSHEET FOR NON-CERTIFIED INSTRUCTIONAL PERSONNEL
(SUBMIT DATA TO NCLB CONSULTANT)

System _____ School _____ Grade Span _____

Include instructional assistants, clerical personnel, and other paraprofessionals who assist instructional staff assigned to this school. Exclude custodial, food service, other personnel not providing instructional support, and pre-K staff. See NCLB, Section 1120A for other possible exclusions.

1	2	3	4	5	6
Name of Employee	Position	Actual Federal FTE	Actual State/Local FTE	State/Local FTE for comparability (1 FTE=.5 FTE)	Excluded (LEP/SWD/ BEP 2.0)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					
26.					
27.					
28.					
29.					
30.					
31.					
32.					
33.					
34.					
35.					
36.					
37.					
38.					
39.					
40.					
Totals					

Assurances for Title I Comparability for School Year _____

Name of LEA

has established and implemented the following:

- 1) a local educational agency-wide salary schedule;
- 2) a policy to ensure equivalence among schools in teachers, administrators, and other staff; and
- 3) a policy to ensure equivalence among schools in the provision of curriculum materials and instructional supplies.

I understand that the LEA must document implementation of the above policies and salary schedules.

Signature of Title I Director

Date

(Submit original to NCLB consultant)